

STATEMENT OF WORK

BACKGROUND

The Environmental Protection Agency (EPA) Office of Pollution Prevention and Toxics (OPPT) of the Office of Prevention, Pesticides and Toxic Substances in Washington, D.C., under the auspices of the Toxic Substances Control Act (TSCA), (Sections 4,5, and 6 and Title IV) has the responsibility to collect data for chemical assessments and to support the regulatory and pollution prevention activities of the Office. These studies relate to lead, mercury fibers and other organic and inorganic substances under the jurisdiction of TSCA.

OBJECTIVE

The purpose of this procurement is to provide statistical, mathematical, field data collection, and technical analysis support and planning for OPPT programs. This capability is needed to identify long and short term program objectives, develop well formulated data collection programs, provide the means to track progress made toward meeting stated programs objectives and to conduct those statistical, technical and scientific studies that will provide for technically feasible, fiscally affordable and effective programs.

Significant emphasis of the work performed under this solicitation shall be on EPA's lead-based paint (LBP) program, which has one of its goals to significantly reduce the incidence of blood lead levels at or above 10 milligrams per deciliter in the United States. Initially, the LBP program provided technical and program development assistance to the U.S. Department of Housing and Urban Development (HUD) in the areas of detection, measurement, and abatement/management of lead-based paint hazards in housing. This support was formalized in a Memorandum of Understanding between EPA and HUD signed in the Spring of 1989. The Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X) gives EPA a stronger role in addressing the national problems of lead-based paint in housing and the broader problem of childhood lead poisoning. EPA's lead strategy recognizes lead-based paint in housing as the most important contributor to elevated blood lead levels in children. More specific program goals and objectives will be identified in work assignments.

EPA's budget and individual projects are now tied to the Government Performance and Review Act (GPRA) goals. The agency is required to report to the Congress on its progress towards meeting those goals. This procurement may be used to evaluate EPA's progress under specific GPRA goals.

SCOPE OF WORK

The Contractor shall develop reasonable and cost-effective approaches to accomplish the objectives of each work assignment. Various financial and time constraints specified in work assignments will limit the extent of any project and the Contractor shall deliver optimum value in light of these constraints. As specified in work assignments, the Contractor shall develop the required data in a format (specifications to be provided in work assignments or by written technical direction) which is compatible and consistent with existing data and data bases. During performance of the contract, the Contractor shall immediately inform the Project Officer by telephone and in writing of any problems that impede performance, suggest corrective actions necessary to solve the problems, and implement these actions as specified by the Contracting Officer.

The Contractor shall perform tasks, as specified by work assignments, in the following areas: Collection and Analysis of Data; Technical Program Support; and Physical Testing. Collection and Analysis of Data will be accomplished using Level Of Effort Contracting. The second, Technical Program Support will be accomplished both as a Level Of Effort Contracting and as Performance Based Contracting. The third Physical Testing will be accomplished using Performance Based Contracting only.

The Contractor is required to comply with all Section 508 requirements in work areas that are held to the requirements under EPA Order 2100.

DELINEATION OF TASKS (LEVEL OF EFFORT PORTION)

Task I. Collection and Analysis of Data

Subtask A. Collection

1. Develop and implement statistically valid experimental and survey designs for field monitoring, laboratory studies or other data collection efforts including the design of data collection forms. A particular study to be performed by the Contractor may involve one or more media and the detection and quantification of residue levels of one or more chemicals. The Contractor shall determine probable biases and sources of error due to sampling and analytical methods employed and recommend design and/or analysis modifications to minimize error. The Contractor shall recommend the proper sample collection program. The Contractor shall assess the method of sample collection and the chemical analytical procedure in the design of collection routine. The Contractor shall evaluate the basic design issues concerning the method of specimen collection, time period of collection, and duration of the collection effort to ensure statistically valid and reproducible results.

2. As specified in individual work assignments, the Contractor shall:

a. Develop the statistical design for a national or local probability survey where data collection involves the gathering of information, such as information on consumer habits or the work practices of various subgroups exposed to a particular chemical or group of chemicals. The Contractor shall develop a sampling frame using available resources to target and access the desired population. The survey developed by the Contractor may use telephone or mail procedures for data collection and the Contractor shall design and test a questionnaire for obtaining the necessary information.

b. Collection and/or measure environmental and biological samples and administer questionnaires and perform visual inspections or visual assessments, provide appropriate training for such personnel.

c. Prepare sufficient documentation for administering a questionnaire or similar devices to persons participating in a data collection effort. The documentation prepared by the Contractor shall adhere to OMB approval requirements, and shall comply with OPPT objectives as specified in work assignments.

d. Perform probabilistic modeling to test proposed sampling protocols in order to optimize study design.

e. Provide expertise and perform tasks related to preparation of information collection packages under the Paperwork Reduction Act for purposes of EPA obtaining Office of Management and Budget (OMB) approval for data collection activities: The Contractor shall perform in accordance with EPA Guidance on completing information collection packages.

f. Provide expert technical or peer review of statistical studies including review and comment upon various monitoring protocols and studies.

g. Develop statistically valid options for study and experimental design including sample size, schedule and cost options. The Contractor shall include the pros and cons for each option.

h. Develop and implement results and performance evaluation studies, to evaluate federal, state, or local government programs, regulations, and guidance. This includes developing plans, designs, and objectives; developing sampling frames, questionnaires, and other survey instruments; training survey staff with appropriate training materials; contacting survey participants and administering questionnaires and collecting samples as necessary;

Subtask B. Data Analysis

1. The contractor shall provide the statistical and other technical expertise necessary

to support ongoing OPPT programs including: analyzing data, interpreting results, writing reports for publication, providing briefing materials and carrying out briefings on status and results, performing all necessary quality assurance, including validation studies, conducting pilot studies as necessary prior to implementation of full studies, and tracking the status of the study.

2. The Contractor shall perform the following tasks: determine the reliability of the data; extrapolation of results for exposure assessment studies and exposure projections; model development validation and prediction verifications from previously studies; apply the data to programs other than the program which initiated the specimen collection and chemical analysis effort.

3. The Contractor shall process and analyze existing data sets containing data from previously conducted monitoring studies. The Contractor shall interpret existing data in light of EPA information needs and objectives as specified in work assignments and present results in both statistical and non-statistical language. In addition, the Contractor shall develop and maintain data bases resulting from monitoring and field studies as-well-as those data collected via other means, and provide documentation of the data bases.

4. The Contractor shall: utilize state-of-the-art statistical methodology, such as pattern recognition techniques or measurement error analyzes, where appropriate, to analyze data collected by the contractor or to analyze data furnished by EPA; analyze data using appropriate statistical techniques commensurate with the way the data was collected; provide documentation of data sources and data description, and documentation of analysis techniques and methods; conduct simulation studies and perform mathematical or probabilistic modeling to test proposed sampling and data collection protocols in order to evaluate the efficiency of the study design; write reports on data analysis for publication and develop and maintain data bases resulting from monitoring and field studies as well as those data collected via other means and provide required documentation.

5. The Contractor shall provide statistical and analytical quality assurance expertise and perform tasks necessary to support the OPPT and National Program Chemicals. Specifically, the Contractor shall support the exposure assessment activities through the collection of new or the analysis of existing data, and provide an assessment of their applicability to Agency needs. The Contractor shall perform the following tasks: a). determination of the quality and reliability of the data; b). extrapolation of results for exposure assessment studies and exposure projections; c). model development, validation and prediction from previously existing studies; and d). the application of the data to other programs.

6. Conduct statistical analysis of chemical assessment data, quantitative risk assessments (QRAs), hazard assessments, and epidemiological studies and reviews.

Task II. Technical Program Support

Subtask A. General Support

1. Provide literature searches of technical studies on technical or scientific topics. Provide lists and/or summaries of the studies obtained through the literature search.
2. Provide technical review or peer review of statistical, biostatistical, epidemiologic and other technical studies, or portions of those studies. This includes review of plans, designs, protocols, statistical and chemical analysis methods, questionnaires, data analyses, draft and published reports, brochures, pamphlets, and journal or book articles.
3. Develop guidelines and fact sheets for dissemination to both professionals and to the general public. Conduct focus groups or other review mechanism by the intended users of the guidelines or fact sheets to obtain feedback and reaction prior to publication.
4. Provide data and accompanying documentation in appropriate paper and computer file formats that can be released to EPA, other federal and state agencies, and to the general public. The format of the data can vary from ASCII files, to Word Perfect files, to SAS files.
5. Use or develop statistical analysis and economic/risk assessment procedures to evaluate competing technologies on the basis of their cost effectiveness, their effectiveness toward meeting program objectives and the technological risks associated with the program's likelihood of success.
6. Plan, design, and implement public seminars or workshops on technical issues at which recognized experts would have the opportunity to present state-of-the-art methodologies, results, and emerging issues.
7. Develop and present technical training sessions for EPA staff in statistics, chemistry, or computer science.
8. The Contractor shall develop products or deliverables required under this contract utilizing available technological approaches for information dissemination that are appropriate to the subject matter involved. Existing techniques, information formats and information dissemination approaches can include, but are not limited to: Compact Disc, Video and Audio Recordings, Internet accessible information files, Color graphics, and Local and Wide Area Networks. The use of these technologies shall be identified in the work plan and approved by the Work Assignment Manager.
9. Provide briefing and presentation materials on the analyses and projects conducted. Conduct briefings when requested on the analyses and projects conducted under this project.

10. Complete reports for EPA publication on the projects conducted under this project. This includes responding to all technical and editorial comments on the draft reports so as to produce a final report that meets EPA criteria and standards for publication, developing and producing report cover designs consistent with EPA standards, submitting camera-ready copies of the report and cover design for submission to the EPA print shop, and if requested in the Work Assignment, a version of the report suitable for inclusion on an Internet Web Page.

11. As specified in work assignments, the Contractor shall coordinate and conduct meetings and briefings at which it shall present results of the research and analyzes performed under this contract. The Contractor shall present technical papers at conferences. The Contractor shall also conduct Focus groups and Stakeholder meetings with the objective of obtaining feedback and reaction from interested parties regarding technical products and planning.

12. Develop publication formats using state-of-the-art technology, such as videos, CD-ROMs, computer diskettes, Internet-accessible files, illustrated brochures, and presentation slides, overheads, and graphics to make technical reports, guidelines, fact sheets, and other products available to the widest possible audience.

13. Where required, the Contractor shall provide logistical support for technical meetings. This support includes but is not limited to providing: meeting space when Government space is not available; court reporter services; appropriate meeting presentation equipment; preparation of agendas; meetings information to participants; and proceedings of the meeting.

15. Develop strategy documents for responding to health, environmental, and related issues. For example; develop a strategy document for implementing a program to test lead-based paint evaluation and hazard reduction products.

16. Develop technical guidelines and provide support for the development of regulations for TSCA chemicals.

Subtask B. Program Specific

1. Conduct technical studies on a variety of TSCA program issues. The Contractor shall evaluate new and emerging technologies to assess their impact on meeting the objectives of the TSCA program.

2. Evaluate current and proposed technology to measure, detect, or reduce exposure to toxic substances, including lead, asbestos, polychlorinated biphenyls, and other chemicals or concern under TSCA.

(PERFORMANCE BASED CONTRACTING PORTION)

Subtask C High Production Volume (HPV) Challenge Program

Subtask C.1 MAINTAIN PROGRAM INFORMATION

The Agency is responsible for implementing and administering the High Production Volume (HPV) Challenge Program and therefore must track, monitor and evaluate the progress of the Program. The HPV Challenge Program website includes information on commitment types as well as various indicators describing status within the Program (www.epa.gov/chemrtk/lsthowto.htm and www.epa.gov/chemrtk/sumresp.htm). Additionally, to evaluate progress, the Agency must track each chemical through the submission of robust summaries of existing data and test plans showing how data gaps will be filled through the HPV Challenge Program (www.epa.gov/chemrtk/viewsrch.htm), as well as the progress of commitments made through such international programs as the Organization for Economic Cooperation and Development (OECD) HPV Screening Information Dataset (SIDS) and International Council of Chemical Association's (ICCA) HPV programs.

C1.1 Commitment Information

The Contractor shall track participation in and progress of the HPV Challenge Program for all Program chemicals. Program chemicals include those on the HPV Challenge Program Chemical List, the 1994 List of HPV Additions and any additional chemicals sponsored under the Program (www.epa.gov/chemrtk/hpvchmlt.htm). The contractor shall maintain "Commitment Information" including but not limited to:

- sponsoring company or consortia, consortia members, CAS Number, chemical name, technical contact information, "start year" (year of the program in which the sponsor will begin the assessment of each chemical by submitting its robust summary of existing data and its test plan showing how it plans to fill data gaps), Administrative Record Log Number of correspondence received (www.epa.gov/chemrtk/sumresp.htm),
- Chemical Indicators (www.epa.gov/chemrtk/lsthowto.htm),
- Chemical Sponsorship Status (www.epa.gov/chemrtk/lsthowto.htm),
- Sponsor Commitment Status (www.epa.gov/chemrtk/lsthowto.htm),
- Status of test plan and robust summary submissions,
- Status of chemicals within the OECD HPV SIDS Program,
- Status of chemicals within the ICCA HPV Initiative,

- Relationship to other EPA activities (Voluntary Children's Chemical Evaluation Program and Testing of Certain High Production Volume Chemicals, Data Collection and Development on High Production Volume (HPV) Chemicals, Proposed Rule and Notice (65 FR 81648), and

- Record of changes to this information

All commitment information will be forwarded by the WAM to the Contractor for evaluation (see Subtask C. 2). The Agency typically receives approximately twelve such letters a month, with an increase to as many as a hundred letters during a two week period at the end of the year as sponsors update their commitments.

These data shall be used to provide information in Subtasks C 3.0 and C4.0 listed below. It is anticipated that the Government will request the Contractor to make all of the above data which is called "Commitment Information" available between 3 and 6 times per month, usually on a weekly basis. Further, the Contractor shall make this information available within 2 calendar days of the Government's request.

C.1.1.1 Payment Item

Cost Item 0001 is for providing each requested "Commitment Information" document.

C.1.1.2 Performance Measures.

1. Once a quarter the Government shall review the promptness of making the "Commitment Information" available. If the Contractor is late more than 3 calendar days, from the due date, for any requested Commitment Information document, the Government shall take a 3% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

C.1.2 Submission Information

The Contractor shall maintain and share with EPA information to track progress of all HPV Challenge Program chemicals. Progress shall be tracked through monitoring, evaluating and recording the submissions of test plan and robust summaries received (including revisions of test plans and robust summary submissions made by sponsors) under the HPV Challenge Program; progress under the OECD HPV SIDS Program; and progress under the ICCA HPV Initiative. The Contractor shall maintain information including but not limited to:

- records of test plan and robust summary submissions and revisions: chemicals, supporting chemicals (analog), submitter (including consortium members), comments, date received, date posted to the website, date complete, and whether the submissions was for a category of chemicals or for an individual chemical,

-status of chemicals in OECD HPV SIDS Program, and

-status of chemicals in ICCA HPV Initiative.

The contractor shall also reconcile this information with commitment information described above to determine if original commitments were met and/or changed. All test plan and robust summary submissions will be forwarded by the WAM to the Contractor for evaluation (see Task 2). The Agency typically receives approximately seventy test plan and robust summary submissions in a year with as many as thirty of those submissions occurring in the last month of the year. Examples of test plan and robust summary submissions can be found at www.epa.gov/chemrtk/viewsrch.htm. It is anticipated that the Government will request the contractor to make this information available between 3 and 6 times per month, usually on a weekly basis. Further, the Contractor shall make this information available within 2 calendar days of the Government's request.

C.1.2.1 Payment Item.

Cost Item 0002 is for providing each requested Submission Information document.

1.2.2 Performance Measures

1. Once a quarter the Government shall review the promptness of making the submission information available. If the Contractor is late more than 3 calendar days, from the due date, for any requested Submission Information document, the Government shall take a 3% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

SUBTASK C. 2.0 - EVALUATION OF CORRESPONDENCE AND TEST PLAN AND ROBUST SUMMARY SUBMISSIONS

Although the voluntary sign-up period for the HPV Challenge Program officially concluded on December 1, 1999, the Agency continues to receive numerous letters, modifying, clarifying, or making new commitments, or in some cases, requesting that chemicals be removed from the Program. The Agency typically receives approximately twelve such letters a month, with an increase to as many as a hundred letters during a two week period at the end of the year as sponsors update their commitments. Additionally, the Agency continues to receive test plan and robust summary submissions as sponsors begin to meet their commitments. The Agency typically receives approximately seventy test plan and robust summary submissions in a year with as many as thirty of those submissions occurring in the last month of the year.

For EPA WAM review, the contractor shall provide an evaluation of all correspondence and test plan and robust summary submissions received to determine additions or changes to the Commitment and Submission information (see Subtask C.1) or if the correspondence is of a

different nature, such as a request to remove a chemical from the Program. Links to typical correspondence can be found on the HPV Challenge Program Summary Report (www.epa.gov/chemrtk/sumresp.htm) under the Administrative Record Log Number. Examples of test plan and robust summary submissions can be found at www.epa.gov/chemrtk/viewsrch.htm. Examples of requests to remove chemicals from the Program can be found at www.epa.gov/chemrtk/techresp.htm.

The EPA WAM will forward all correspondence and test plan and robust summary submissions to the Contractor as they are received. The contractor shall submit this evaluation in WordPerfect format and incorporate WAM comments as they are received. It is anticipated that the Government will request this evaluation between 3 and 6 times per month, usually on a weekly basis. The contractor shall submit this evaluation to the WAM for review within 2 calendar days of the Government's request.

C.2.1 Payment Item

Cost Item 0003 is for providing each requested Evaluation of Correspondence and Test Plan and Robust Summary Submissions documents.

C.2.2 Performance Measures

1. Once a quarter the Government shall review a randomly selected sample of the provided documents provided during that quarter. If there are more than an average of 3 errors per page, then the Government shall take a 2% reduction in what it paid the Contractor for this Cost Item for that quarter.

2. Once a quarter the Government shall review the promptness of submitting the Evaluation of Correspondence and Test Plan and Robust Summary Submissions. If the Contractor is late more than 3 calendar days, from the due date, for any requested Evaluation of Correspondence and Test Plan and Robust Summary Submissions documents the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

SUBTASK C.3.0 WEBSITE UPDATE

The principle that the public has a fundamental right-to-know about the hazards associated with industrial chemicals in commerce is central to the HPV Challenge Program. For this reason, information created through the HPV Challenge Program is made broadly available to the public, chiefly through the Internet. The information is provided in several formats to satisfy various user needs.

C.3.1 Summary Report Update

The Summary Report (www.epa.gov/chemrk/sumresp.htm) summarizes all commitment letters received by the EPA from the inception of the program. In WordPerfect format, the contractor shall provide an-up-to-date Summary Report that also highlights changes since it was last posted to the website. The contractor shall provide, also in WordPerfect format, a table showing information that was deleted from the Summary Report since it was last posted. The WordPerfect Summary Report, in conjunction with the table showing the deleted information, will be used to update the Summary Report on the HPV Challenge Program website. The Government anticipates that this report will be requested between 4 and 6 times a year. The Contractor shall provide these reports within five calendar days of the Government's request.

C.3.1.1 Payment Item

Cost Item 0004 is for providing each requested updated Summary Report.

C.3.1.2 Performance Measures.

1. Once a quarter the Government shall review a randomly selected sample of the Summary Report. If there are more than an average of 3 errors per page, the Government shall take a 2% reduction in what it paid the Contractor for the quarter under this Cost Item.

2. Once a quarter the Government shall review the promptness of submitting the updated Summary Report. If the Contractor is late more than 3 calendar days, from the due date, for any requested Summary Report, the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

C.3.2 Sponsored Chemicals List

The Contractor shall provide, in WordPerfect format, a list of all chemicals that are sponsored in the HPV Challenge Program either directly through commitments made under the Challenge or indirectly through the ICCA HPV Initiative (www.epa.gov/chemrtk/spnchems.htm). Changes since this list was last posted on the website shall be highlighted. The Government anticipates that this report will be requested between 4 and 6 times a year. The Contractor shall provide this list within five calendar days of the Government's request.

C.3.2.1 Payment Item.

Cost Item 0005 is for providing each requested Sponsored Chemicals List.

C.3.2.2 Performance Measures.

1. Once a quarter the Government shall review the promptness of submitting the Sponsored Chemical List. If the Contractor is late more than 5 calendar days, from the due date, for any requested Sponsored Chemical List, the Government shall take a 2% reduction in the

amount paid to the Contractor for the quarter under this Cost Item.

C.3.3 Sponsoring Organizations List

The Contractor shall provide, in WordPerfect format, a list of Companies and Consortia that submitted either Full or Provisional Commitments to participate directly in the HPV Challenge Program highlighted (www.epa.gov/chemrtk/spncomp.htm). Changes since this list was last posted on the website shall be highlighted. The Government anticipates that this report will be requested between 4 and 6 times a year. The Contractor shall provide this list within five calendar days of the Government 's request.

C.3.3.1 Payment Item.

Cost Item 0006 is for providing each requested Sponsoring Organizations List.

C.3.3.2 Performance Measures.

1. Once a quarter the Government shall review the promptness of submitting the Sponsoring Organizations List. If the Contractor is late more than 5 calendar days, from the due date, for any requested Sponsoring Organizations List , the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

C.3.4 HPV Challenge Program Chemical List

The HPV Challenge Program Chemical List (www.epa.gov/chemrtk/hpvchmlt.htm) consists of all HPV chemicals reported during the 1990 Inventory Update Rule (IUR) reporting year. Inorganic chemicals and polymers, except in special circumstances, were not subject to the IUR reporting requirements, although a number were reported in error. The HPV Challenge Program Chemical List contains about 2,800 chemicals.

The Contractor shall provide, in both WordPerfect and as data file, a current version of the HPV Challenge Program Chemical List. On the list, the contractor shall also identify the sponsored chemicals that are a part of a category, as shown in the test plan and robust summary submissions received. The Government anticipates that this report will be requested between 4 and 6 times a year. The contractor shall provide this list within five calendar days of the Government's request.

C.3.4.1 Payment Item

Cost Item 0007 is for providing each requested HPV Challenge Program Chemical List.

C.3.4.2 Performance Measures.

1. Once a quarter the Government shall review the promptness of submitting the HPV Challenge Program Chemical List. If the Contractor is late more than 5 calendar days, from the due date, for any requested HPV Challenge Program Chemical List, the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

C.3.5 1994 List of HPV Additions

The Agency posted the 1994 List of HPV Additions (www.epa.gov/chemrtk/hpvchmlt.htm), which contains about 500 organic HPV chemicals which were newly reported as HPV in the 1994 IUR and are not within the scope of the HPV Challenge Program at this time. This list was provided particularly for use by companies who desired to propose categories of chemicals and wished to include chemicals from the 1994 list in their category definitions.

The Contractor shall provide, in both WordPerfect and as a data file, a current version of the 1994 List of HPV Additions. On this list, the Contractor shall also identify the sponsored chemicals that are part of a category, as shown in the test plan and robust summary submissions received. The Government anticipates that this report will be requested between 4 and 6 times a year. The Contractor shall provide this list within five calendar days of the Government's request.

C.3.5.1 Payment Item

Cost Item 0008 is for providing each requested 1994 List of HPV Additions.

C.3.5.2 Performance Measures

1. Once a quarter the Government shall review the promptness of submitting the 1994 List of HPV Additions. If the Contractor is late more than 5 calendar days, from the due date, for any requested 1994 List of HPV Additions, the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

C.3.6 Additional Chemicals Sponsored Under the HPV Challenge Program List

In some cases, companies or consortia have sponsored chemicals that are not on either the HPV Challenge Program Chemical List or the 1994 List of HPV Additions. A list of these chemicals, called Additional Chemicals Sponsored Under the HPV Challenge Program (www.epa.gov/chemrk/hpvchmlt.htm) is also available.

The Contractor shall provide in both WordPerfect and as a data file, a current version of the Additional Chemicals sponsored Under the HPV Challenge Program list. On this list, the contractor shall also identify the sponsored chemicals that are a part of a category, as shown in the test plan and robust summary submissions received. The Government anticipates that his report will be requested between 4 and 6 times a year. The contractor shall provide this list within

five calendar days of the Government's request.

C.3.6.1 Payment Item

Cost Item 0009 is for providing each requested Additional Chemicals Sponsored Under the HPV Challenge Program List.

C.3.6.2 Performance Measures

1. Once a quarter the Government shall review the promptness of submitting the Additional Chemicals Sponsored Under the HPV Challenge Program List. If the Contractor is late more than 5 calendar days, from the due date, for any requested Additional Chemicals Sponsored Under the HPV Challenge Program List, the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

SUBTASK C.4.0 ANALYSIS OF PROGRAM STATUS

The Agency is responsible for analyzing the status and progress of the HPV Challenge Program. On a frequent basis, the Agency needs a summary of the Program status. On a less frequent basis, the Agency needs a detailed description of Program status, including changes since the last detailed analysis was provided.

C.4.1 Summary Analysis of Program Status

The Contractor shall provide a summary analysis of program status to include:

- Total number of sponsored chemicals, sponsored both directly in HPV Challenge Program and indirectly through international programs.
- Total number of committed companies and consortia sponsoring chemicals both directly through the HPV Challenge Program and indirectly through international programs,
- Total number of test plan and robust summary submissions, including chemicals, expected and received
- Total number of chemicals that completed international programs

It is anticipated that the Government will request this analysis between 3 and 6 times per month, usually on a weekly basis. The contractor shall submit this analysis in WordPerfect format to the WAM for review within 2 calendar days of the Government's request.

C.4.1.1 Payment item

Cost Item 0010 is for providing each requested Summary Analysis of Program Status document.

C.4.1.2 Performance Measures

1. Once a quarter the Government shall review the Summary Analysis of Program Status document. If there are more than an average of 3 errors per page, the Government shall take a 2% reduction in what it paid the Contractor for this quarter under this Cost Item.

2. Once a quarter the Government shall review the promptness of submitting the Summary Analysis of Program Status. If the Contractor is late more than 3 calendar days, from the due date, for any requested Summary Analysis of Program Status document, the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

C. 4.2 Detailed Analysis of Program Status

The Contractor shall provide a detailed analysis of Program status. This analysis shall include the same information listed above under Summary Analysis of Program Status but will also provide a detailed description of the changes in chemical sponsorship status, sponsor commitment status, and start years since the last detailed analysis was performed. The Government anticipates that this report will be requested between 4 and 6 times a year to accompany the website update described under Subtask C.3.0. The contractor shall provide this analysis within 5 calendar days of the Government's request.

C.4.2.1 Payment Item

Cost Item 0011 is for providing each requested Detailed Analysis of Program Status document.

C.4.2.2 Performance Measures

1. Once a quarter the Government shall review the Detailed Analysis of Program Status document. If there are more than an average of 3 errors per page, the Government shall take a 2% reduction in what it paid the Contractor the quarter under this Cost Item.

2. Once a quarter the Government shall review the promptness of submitting the Detailed Analysis of Program Status document. If the Contractor is late more than 5 calendar days, from the due date, for any requested Detailed Analysis of Program Status document, the Government shall take a 2% reduction in the amount paid to the Contractor for the quarter under this Cost Item.

Performance Task III: Physical Testing (PERFORMANCE BASED CONTRACTING PORTION)

A. The Contractor shall apply Quality Assurance (QA) methodology and guidelines, including Quality Assurance Project Plans (QAPjPs) and Data Quality Objectives (DQOs), to all physical testing requirements specified in the individual work assignments. Because of the complexity and variety of these requirements, the Performance Objectives, and Performance Standards will be defined at the work assignment level. A Quality Assurance Plan (QAP) shall be submitted by the Contractor in accordance with the schedule for each work assignment (WA). Testing will not commence until the Project Officer has approved the QAP. The QAP shall be the primary evaluative tool for the Project Officer when determining successful performance.

B. The Contractor shall perform laboratory analysis of environmental and biological samples for the full range of the Office of Prevention, Pesticides and Toxic Substances chemicals. All testing shall be performed in accordance with the approved QAP. These tests and analysis include but are not limited to; inorganic compounds such as lead and other heavy metals; Persistent, Bioaccumulative and Toxic chemicals such as mercury, cadmium and lead; organic compounds such as dioxin, furans and PCB's; fibers such as asbestos, refractory ceramic fibers and fiber glass; endocrine disruptors such as estrogen and androgens; Voluntary Children's Chemical Evaluation program chemicals such as perfluorooctanic acid (PFOA) and vinylidene chloride; isotopic analysis of compounds such as lead oxide to determine the source of the element or compound; geochemical reactions such as mercury methylation in sulfur cycling; microbial agents and biochemical reactions ; and blood, hair, urine and various types of tissue samples from both humans and animals. This shall be accomplished using state-of-the-art quality control and quality assurance mechanisms to ensure the validity of the laboratory results. Frequently, the analyses will require analytical methods that are commonly available in commercial laboratories.

C. QAPs shall include the following information: problem definition; quality objectives and criteria for measurement data; experimental design; analytical methods; quality control; data management; assessment/oversight; data review, validation and verification; verification and validation methods; and reconciliation with user objectives. Specific QAP requirements will be specified in the individual WAs.

D. Performance Measures

Once a year the Government shall review the promptness of submitting the QAP's as required in WA. If the Contractor is late more than 14 calendar days, from the due date as specified in the Work Assignment, the Government shall take a 10% reduction in the fee associated in that WA. The reduction will be applied to all fee both the paid fee and unpaid fee for that WA.

Once a year the Government shall review the completeness of the submitted QAP's as required in WA. If the Contractor's QAP is missing one or more of the required elements as listed above, the Government shall take a 10% reduction in the fee associated in that WA. The reduction will be applied to all fee both the paid fee and unpaid fee for that WA.

Once a year the Government shall review the results of the physical testing as required in W A. If the Contractor has failed to perform the physical testing in accordance with the approved QAP the Government shall take a 30% reduction in the fee associated in that W A. The reduction will be applied to all fee both the paid fee and unpaid fee for that WA.